

**Addendum
No. 1**

Meeting Date: February 13, 2020

Draft Date:

Project: Auditors Office Renovation 3rd Floor Townsend Building

Project No: MC1002000448

The work herein shall be considered part of the bid documents for the referenced project and carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Acknowledge receipt of addendum on the bid form as indicated.

General

1. This is the Pre-Bid Meeting for
Contract No. MC1002000448 – Townsend Building – Third Floor Auditor's Office Renovations
2. Attendance at this meeting is a prerequisite for bidding on this contract.
3. Sealed bids are due at 10:00 am on February 28, 2019 at the reception area of the Facilities Management Office in the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901 at which time they will be publicly opened and read aloud.

One copy of the bid form and attachments are required.
4. The deadline for RFIs to StudioJAED is February 21, 2019 at 2:00 pm.
5. The Department of Facilities Management
 - a. Dave Brewster, Project Manager
Dave.brewster@delaware.gov
 - b. Tom Conlon, Project Reviewer
Thomas.conlon@delaware.gov
6. RFI and questions are to be submitted via email to Paul Guggenberger and Amanda Bouwer at StudioJAED. Copy all RFI's to Dave Brewster and Tom Conlon as well.
guggenbergerp@studiojaed.com
bouwera@studiojaed.com
7. An additional site visit will be available on Tuesday, February 18, 2020 at 9:00 am.

Pre Bid Meeting Minutes

1. Introductions
2. Review Scope
 - a. Demolition of existing temporary wall system, acoustical ceiling system, and floor finishes,
 - b. Installation of new full height walls, doors, floor and wall finishes, window treatments.
 - c. Minor modifications of the existing mechanical, electrical and plumbing systems.
3. Review Bid Form
 - a. Complete forms as presented, do not edit or alter.
 - b. Provide all information requested in full or bid will not be accepted.
 - c. Acknowledge all addendums as individual items.
 - d. Include a copy of your business license, not just a number.
4. Review Sub Contractor List
 - a. Carpentry
 - b. Electrical
 - c. Mechanical
5. Review Alternates: There are 4 alternates included in this project.
 - a. Add Alternate No. 1 – Chair Rail at newly constructed rooms:
Add chair rails to walls at newly constructed rooms.
 - b. Deduct Alternate No. 2 – Casework and sink in Auditor's Office:
Remove casework, sink and corresponding plumbing for scope of work.
 - c. Alternate No. 3 – Replacement of carpet tiles and wall base:
Remove carpet and wall base at rooms 301, 301a, 323, 323a, 30-314. Prepare floor and install new carpet tile and 4" rubber cove base.
 - d. Alternate No. 4 – Replacement of Roller Window Shades:
Remove existing window shades in the entire suite.
Prepare window opening and install new roller window shades.
6. Review Unit Prices
 - a. None

7. Review Allowances: There is one allowance in this project.
 - a. Allowance No. 1: \$10,000 for general contingencies and repairs, the balance of which is to be returned to owner by credit change order at project conclusion.
8. Prevailing Wage Project
 - a. Rates included in specifications. Note 2019 is applicable.
9. Owner Occupancy
 - a. The owner will occupy portions of the suite prior to the construction completion date.
 - b. The project shall be completed in 2 or more phases to accommodate Owner's occupancy. Finishing of the main corridor and suite entrance will require shutting down a main exit egress path and must be completed after hours.
10. Schedule
 - a. Anticipate prompt award and commencement after bids are received.
11. Contractor Use of Premises
 - a. Toilet facilities shall be provided by the Contractor.
 - b. No smoking is permitted on the site.
 - c. Stairway can be used for debris removal.
 - d. Parking will not be available on the site.
 - e. There is a limited area available for dumpster.
 - f. With the owner's permission the elevator may be used for moving material when it's impractical to use the stairs for moving material. The elevator must be protected and can only be used after hours.
 - g. Normal work hours will be limited to 7:00am to 4:00 pm. Off hours and weekend hours must be approved by DFM and the State Auditor.

Changes to Drawings:

1. AD102 – Removed lines through existing light fixtures. See attached.
2. A-101 – Adjusted wall hatch. See attached.
3. A-102 – Adjusted wall hatch. See attached.
4. A-103 – Adjusted wall hatch and lines through existing light fixtures. See attached.

Changes to Specifications:

1. *00 11 13 Invitation to Bid* – Revised to match public bid advertisement.
2. *00 41 13 Bid Form* – Revised to include the accepted Sub Contractor List and the Affidavit of Contractor Qualifications Form.

General Information:

Pre-Bid Sign-in Sheet: Please see attached sheet for a list of the attendees at the mandatory pre-bid.

Pre-Bid Meeting Minutes: Please see above. These are now integral to the bidding documents.

END

**HEADQUARTERS**

2500 WRANGLE HILL ROAD
FOX RUN OFFICE PLAZA, SUITE 110
BEAR, DE 19701

302.832.1652 PHONE
302.832.1423 FAX

ARCHITECTS ENGINEERS FACILITIES SOLUTIONS

Project: State of Delaware
Auditor's Office Renovations – 3rd Floor Townsend Building
Project No. MC1002000448 / 19049

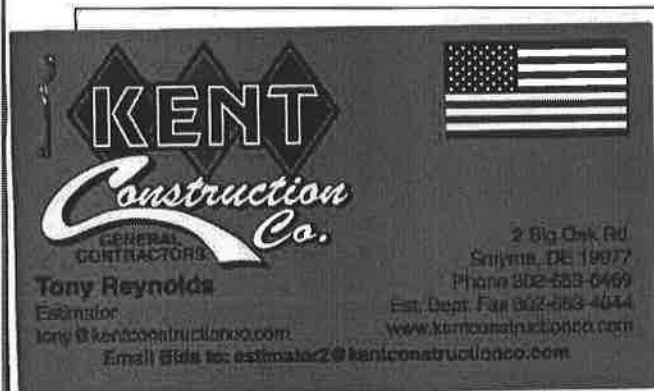
Pre-Bid Meeting
February 13, 2020

SIGN IN SHEET

ATTACH BUSINESS CARD

or

WRITE: Name, Firm, Phone, Fax, Email



Name:	Tony Reynolds
Firm:	Kent Construction Co
Phone:	302-382-5116
Fax:	
Email:	Tony@kentconstructionco.com
Name:	Leon Thompson Jr
Firm:	EDIS
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Email:	lewesestimating@ediscompany.com
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20681 John J Williams Highway • Suite 1 • Lewes, DE 19758

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February 13, 2020

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or

WRITE: Name, Firm, Phone, Fax, Email

Emory Hill
& COMPANY

Mark D. Talmo

PROJECT MANAGER/ ESTIMATOR

main 302 322 9500 dir 302 221 7240
cell 302 668 6038 fax 302 322 9518

marktalmo@emoryhill.com

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New Castle, Delaware USA 19720
www.emoryhill.com

Gordon Chin
Sr. Project Manager

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Woman Owned, 8(a) & HUBZone Certified

LeRoy Demarest
Project Manager

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Name:	MARK TALMO
Firm:	Emory Hill
Phone:	302-256-6632
Fax:	302-322-9518
Email:	MARK.TALMO@EMORYHILL.COM
Name:	GORDON CHIN
Firm:	Mountain Consulting, Inc
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Fax:	
Email:	gchin@mountainconsultinginc.com
Name:	LeRoy Demarest
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Pre-Bid Meeting
February 13, 2020

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or

WRITE: Name, Firm, Phone, Fax, Email

 David Williamson Sales Engineer Office: 610.388.9940 Cell: 484.800.6347 Fax: 610.388.9945 DWilliamson@RadiusSystemsLLC.com www.RadiusSystemsLLC.com Pennsylvania Office: 101 Ponds Edge Drive, Suite 201, Chadds Ford, PA 19317 New Jersey Office: 1 Linda Lane, Suite A, Southampton Twp, NJ 08088

Name:	Carrie Tait
Firm:	PHB Inc
Phone:	302-378-9693
Fax:	Joe Di Francesco
Email:	302-420-7009 joe@phb-inc.com
Name:	Brian C Thompson
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Name:	KEITH LONG
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ARCHITECTS ENGINEERS FACILITIES SOLUTIONS

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February 13, 2020

SIGN IN SHEET

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or

WRITE: Name, Firm, Phone, Fax, Email

Name:	DAN PALESE
Firm:	BSS CONTRACTORS
Phone:	610-893-31 610-345-1316
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com

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or

WRITE: Name, Firm, Phone, Fax, Email

Name:

Paul Ulikowski

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Name:

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William L. Michelinie
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Pre-Bid Meeting
February 13, 2020

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or

WRITE: Name, Firm, Phone, Fax, Email

Name:	Ashlie Stanley
Firm:	OMB
Phone:	
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Name:	Tom Conlon
Firm:	OMB / DFM
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Fax:	
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Name:	DAVE BREWSTER
Firm:	OMB / DFM
Phone:	
Fax:	
Email:	dave.brewster@delaware.gov

INVITATION TO BID

Sealed bids for **OMB/DFM Contract No. MC1002000448 – Townsend Building – Third Floor Auditor's Office Renovations – Re-Bid** will be received by the State of Delaware, Office of Management and Budget, Division of Facilities Management, in the reception area of the Facilities Management Office in the Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901 until 10:00 a.m. local time on February 28, 2020, at which time they will be publicly opened and read aloud in the Conference Room. Bidder bears the risk of late delivery. Any bids received after the stated time will be returned unopened.

The project involves the following at the Auditor's Office suite on the third floor of the Townsend Building in Dover, Delaware: demolition of walls, ceiling work and floor finishes; installation of new full height walls, doors and floor and wall finishes; modification of mechanical, electrical and plumbing as required.

A **MANDATORY** Pre-Bid Meeting will be held on February 13, 2020, at 10:00 a.m. in the Third Floor Auditor's Conference Room at the Townsend Building, 401 Federal Street, Dover, Delaware, for the purpose of establishing the list of subcontractors and to answer questions. Representatives of each party to any Joint Venture must attend this meeting. **ATTENDANCE OF THIS MEETING IS A PREREQUISITE FOR BIDDING ON THIS CONTRACT.**

Sealed bids shall be addressed to the Division of Facilities Management, Thomas Collins Building, 540 S. DuPont Highway, Suite 1 (Third Floor), Dover, DE 19901. The outer envelope should clearly indicate: **"OMB/DFM CONTRACT NO. MC1002000448 – TOWNSEND BUILDING – THIRD FLOOR AUDITOR'S OFFICE RENOVATIONS – RE-BID - SEALED BID - DO NOT OPEN."**

Contract documents may be obtained at RCI Printing & Graphics 298 Churchmans Rd, New Castle, DE 19720 upon receipt of \$ 100.00 per hard copy set/non-refundable. Checks are to be made payable to "StudioJAED".

Bidders will not be subject to discrimination on the basis of race, creed, color, sex, sexual orientation, gender identity or national origin in consideration of this award, and Minority Business Enterprises, Disadvantaged Business Enterprises, Women-Owned Business Enterprises and Veteran-Owned Business Enterprises will be afforded full opportunity to submit bids on this contract. Each bid must be accompanied by a bid security equivalent to ten percent of the bid amount and all additive alternates. The successful bidder must post a performance bond and payment bond in a sum equal to 100 percent of the contract price upon execution of the contract. The Owner reserves the right to reject any or all bids and to waive any informalities therein. The Owner may extend the time and place for the opening of the bids from that described in the advertisement, with not less than two calendar days notice by certified delivery, facsimile machine or other electronic means to those bidders receiving plans.

END OF SECTION

Auditors Office Renovation
3rd Floor Townsend Building

BID FORM

BID FORM
00 41 13 - 1

**TOWNSEND BUILDING AUDITORS OFFICE RENOVATION
401 FEDERAL STREET
DOVER, DE 19901
CONTRACT NO. MC1002000448**

BID FORM

ALTERNATES

ALTERNATE No. 1: Chair Rail at newly constructed rooms as noted C-04 on A-101

Add: _____
(\$ _____)

ALTERNATE No. 2: Casework and sink at Auditor's Office.

Deduct: _____
(\$ _____)

ALTERNATE No. 3: Replacement of carpet tile and wall base in rooms 301, 301a, 323, 323A, 307-314.

Add: _____
(\$ _____)

ALTERNATE No. 4: Replacement of Roller Window Shades in the entire suite.

Add: _____
(\$ _____)

UNIT PRICES

There are no unit prices.

ALLOWANCES

Allowances are included as follows:

Allowance No. 1: \$10,000 for general contingencies and repairs, the balance of which is to be returned to owner by credit change order at project conclusion.

**TOWNSEND BUILDING AUDITORS OFFICE RENOVATION
401 FEDERAL STREET
DOVER, DE 19901
CONTRACT NO. MC1002000448**

BID FORM

I/We acknowledge Addendums numbered _____ and the price(s) submitted include any cost/schedule impact they may have.

This bid shall remain valid and cannot be withdrawn for thirty (30) days from the date of opening of bids (60 days for School Districts and Department of Education), and the undersigned shall abide by the Bid Security forfeiture provisions. Bid Security is attached to this Bid.

The Owner shall have the right to reject any or all bids, and to waive any informality or irregularity in any bid received.

This bid is based upon work being accomplished by the Sub-Contractors named on the list attached to this bid.

Should I/We be awarded this contract, I/We pledge to achieve substantial completion of all the work within _____ calendar days of the Notice to Proceed.

The undersigned represents and warrants that he has complied and shall comply with all requirements of local, state, and national laws; that no legal requirement has been or shall be violated in making or accepting this bid, in awarding the contract to him or in the prosecution of the work required; that the bid is legal and firm; that he has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken action in restraint of free competitive bidding.

Upon receipt of written notice of the acceptance of this Bid, the Bidder shall, within twenty (20) calendar days, execute the agreement in the required form and deliver the Contract Bonds, and Insurance Certificates, required by the Contract Documents.

I am / We are an Individual / a Partnership / a Corporation

By _____ Trading as _____
(Individual's / General Partner's / Corporate Name)

(State of Corporation)

Business Address: _____

Witness: _____ By: _____
(SEAL) (Authorized Signature)

(Title)
Date: _____

ATTACHMENTS

Sub-Contractor List
Non-Collusion Statement
Affidavit of Employee Drug Testing Program
Bid Security
(Others as Required by Project Manuals)

TOWNSEND BUILDING AUDITORS OFFICE RENOVATION
401 FEDERAL STREET
DOVER, DE 19901
CONTRACT NO. MC1002000448

BID FORM

SUBCONTRACTOR LIST

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b of the Delaware Code, the following subcontractor listing must accompany any bid submittal. The bidder must list in each category the full name and address (City & State) of the sub-contractor that the bidder will be using to perform the work and provide material for that subcontractor category. Should the bidder's listed subcontractor intend to provide any of their subcontractor category of work through a third-tier contractor, the bidder shall list that third-tier contractor's full name and address (City & State). If the bidder intends to perform any category of work itself, it must list its full name and address. For clarification, if the bidder intends to perform the work themselves, the bidder may not insert "N/A", "self" or anything other than its own full name and address (City & State). To do so shall cause the bid to be rejected. In addition, the failure to produce a completed subcontractor list with the bid submittal shall cause the bid to be rejected.

<u>Subcontractor Category</u>	<u>Subcontractor</u>	<u>Address (City & State)</u>	<u>Subcontractors tax-payer ID # or Delaware Business license #</u>
1. Carpentry			
A.			
B.			
C.			
2. Mechanical			
A.			
B.			
C.			

MC1002000448
January 24, 2020

Auditors Office Renovation
3rd Floor Townsend Building

TOWNSEND BUILDING AUDITORS OFFICE RENOVATION
401 FEDERAL STREET
DOVER, DE 19901
CONTRACT NO. MC1002000448

BID FORM (Continued)

3.	Electrical			
	A.			
	B.			
	C.			

**TOWNSEND BUILDING AUDITORS OFFICE RENOVATION
401 FEDERAL STREET
DOVER, DE 19901
CONTRACT NO. MC1002000448**

BID FORM

NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date *(to the Office of Management and Budget, Division of Facilities Management)*.

All the terms and conditions of MC1002000448 have been thoroughly examined and are understood.

NAME OF BIDDER:

**AUTHORIZED REPRESENTATIVE
(TYPED):**

**AUTHORIZED REPRESENTATIVE
(SIGNATURE):**

TITLE:

ADDRESS OF BIDDER:

E-MAIL:

PHONE NUMBER:

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____, NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

**TOWNSEND BUILDING AUDITORS OFFICE RENOVATION
401 FEDERAL STREET
DOVER, DE 19901
CONTRACT NO. MC1002000448**

**AFFIDAVIT
OF
CONTRACTOR QUALIFICATIONS**

We hereby certify that we will abide by the contractor's qualifications outlined in the construction bid specifications for the duration of the contract term.

In accordance with Title 29, Chapter 69, Section 6962(d)(10)b.3 of the Delaware Code, after a contract has been awarded the successful bidder shall not substitute another subcontractor whose name was submitted on the Subcontractor Form except for the reasons in the statute and not without written consent from the awarding agency. Failure to utilize the subcontractors on the list will subject the successful bidder to penalties as outlined in the General Requirements Section 5.2 of the contract.

Contractor Name:

Contractor Address:

Authorized Representative (typed or printed):

Authorized Representative (signature):

Title:

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____, NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.

**TOWNSEND BUILDING AUDITORS OFFICE RENOVATION
401 FEDERAL STREET
DOVER, DE 19901
CONTRACT NO. MC1002000448**

**AFFIDAVIT
OF
EMPLOYEE DRUG TESTING PROGRAM**

4104 Regulations for the Drug Testing of Contractor and Subcontractor Employees Working on Large Public Works Projects requires that Contractors and Subcontractors implement a program of mandatory drug testing for Employees who work on Large Public Works Contracts funded all or in part with public funds.

We hereby certify that we have in place or will implement during the entire term of the contract a Mandatory Drug Testing Program for our employees on the jobsite, including subcontractors that complies with this regulation:

Contractor/Subcontractor Name: _____

Contractor/Subcontractor Address: _____

Authorized Representative (typed or printed): _____

Authorized Representative (signature): _____

Title: _____

Sworn to and Subscribed before me this _____ day of _____ 20____.

My Commission expires _____, NOTARY PUBLIC _____.

THIS PAGE MUST BE SIGNED AND NOTARIZED FOR YOUR BID TO BE CONSIDERED.